

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT BOS MEETING

TOWN OF WESTBROOK, CONNECTICUT
BOARD OF SELECTMEN
REGULAR MEETING
Tuesday, January 11, 2022
Multi-Media Room
Mulvey Municipal Center and via ZOOM

CALL TO ORDER

First Selectman Hall called the meeting to order at 5:30 p.m. In attendance included First Selectman Hall, Selectman Campbell, Selectman Bialicki, Jim Crawford, Paul Winch, BOF Chairman, Tony Cozza, BOF member, Pete Schaumburg, Donna Castracane, Director of Finance, Gregg Prevost, Ambulance, John Palermo, Dr. Martineau, Superintendent of Schools, Marilyn Ozols, Planning Commission Chairman, Lesley Wysocki, Business Manager, Jill Brainerd, Facilities, Elizabeth Carpenter, Social Services Coordinator, Courtney Burks, Senior Center Director, Vincent Gentile, Fire Dept. and Carol Hess, Asst. Director of Finance.

First Selectman Hall led the Pledge of Allegiance.

Item #1, "Discussion and Possible Action – ARPA Funds" will be moved to the end of the agenda.

Mr. Hall made a motion to add to the agenda a discussion on security cameras. Mr. Campbell seconded the motion. The motion passed unanimously.

2022/23 OPTION FOR GRAND LIST "FREEZE"

Documentation relative to the optional municipal property tax relief program for homeowners age 65 and older was included in the BOS packet.

Mr. Bialicki made a motion to accept the Resolution for Providing Tax Relief for Elderly Homeowners as presented and to forward to a Town Meeting for further action. Mr. Campbell seconded the motion. The motion passed unanimously.

Note that the BOF has recommended acceptance/approval of this program.

UPDATE ON BONDING – agenda item withdrawn.

UPDATE ON HR MANUAL

Attorney Jiran, Labor Attorney, recommended minor changes to page 28 of the HR Manual. These changes refer to the Family and Medical Leave Act. Copies of the document were included in the BOS packet. These changes will make the document consistent with the Union contract.

Mr. Campbell made a motion to approve the changes as recommended by Attorney Jiran. Mr. Bialicki seconded the motion. The motion passed unanimously.

STATUS OF TOWN ATTORNEY

Mr. Hall reported that 7 firms responded to the RFP for Town Attorney. The 7 bids were reviewed by the First Selectman.

Mr. Hall made a motion to appoint Marino, Zabel & Schellenberg as the Town Attorney for the Town of Westbrook, effective immediately at an hourly rate. Mr. Bialicki seconded the motion. The motion passed unanimously.

BANK RESOLUTION

A copy of the Liberty Bank Municipal Master Signature Card and Deposit Account Resolution was included in the BOS packet. This resolution needs to be updated per the recent election of First Selectman Hall.

Mr. Campbell made a motion to approve the Liberty Bank Municipal Master Signature Card and Deposit Account Resolution as presented. Mr. Bialicki seconded the motion. The motion passed unanimously.

SENIOR CENTER APPROPRIATION

Additional funds are necessary in the Senior Center Sr. to facilitate upcoming medical leave for the Director. A copy of the request was included in the BOS packet. Ms. Burks was available to respond to questions/comments posed by BOS members.

Mr. Bialicki made a motion to approve an appropriation in the amount of \$2,805.00 as requested and forward to the BOF for further action. Mr. Campbell seconded the motion. The motion passed unanimously.

BOE APPROPRIATION

Documentation from the BOE was included in the BOS packet relative to a request for appropriations from the BOE's Capital account. Funds are necessary as follows:

- \$49,480 Daisy unit ventilator project
- \$30,000 Rooftop air handling unit at Daisy Library
- \$60,000 Lobby fan coils at High School

Mr. Campbell made a motion to approve an appropriation in the amount of \$139,480.00 as presented and forward to the BOF and a Town Meeting for further action. Mr. Bialicki seconded the motion. The motion passed unanimously.

CONNECTICUT COMMUNITY CHALLENGE GRANT

Ms. Ozols reported that the Connecticut Community Challenge grant is "open" and, if awarded, would facilitate some the necessary infrastructure at the Town Center. The BOS thanked Ms. Ozols for her efforts in developing the grant application.

Mr. Campbell made a motion to support the CT Communities Challenge Grant Application of the Town of Westbrook as presented and to authorize First Selectman Hall to execute such documents as shall be necessary to facilitate the grant. Mr. Bialicki seconded the motion. The motion passed unanimously.

SECURITY CAMERAS

Mr. Hall reported that security cameras are currently installed at several locations throughout the Town including Ted Lane Field. Last Summer, a request was made to install additional cameras due to vandalism at the Town Dock and other locations (school bus area, snack shack, outside Town Hall). Mr. Hall will pursue quotes from multiple vendors for security cameras.

APPOINTMENTS/RE-APPOINTMENTS/RESIGNATIONS

Mr. Campbell made a motion to appoint Nancy Giannini to the EDC. Mr. Bialicki seconded the motion. The motion passed unanimously.

Mr. Campbell made a motion to appoint Jeff Culmone to TCRC. Mr. Bialicki seconded the motion. The motion passed unanimously.

Mr. Campbell made a motion to appoint Paul Beaulieu to the Board of Fire Commissioners (alt.). Mr. Bialicki seconded the motion. The motion passed unanimously.

Mr. Campbell made a motion to re-appointment Marie Farrell, Rick Newberg, and Sheryl Becker as Planning Commission alternates. Mr. Bialicki seconded the motion. The motion passed unanimously.

Mr. Bialicki made a motion to re-appointment George Pytlik, Jr., Jackie Lyman, and Christopher Bazinet as Zoning Commission alternates. Mr. Campbell seconded the motion. The motion passed unanimously.

APPROVAL OF MINUTES

Mr. Bialicki made a motion to approve the minutes from the 12/14/21 BOS meeting. Mr. Campbell seconded the motion. The motion passed unanimously.

SET DATE FOR TOWN MEETING

Mr. Bialicki made a motion to schedule a Town Meeting on February 2, 2022 at 7 p.m. Mr. Campbell seconded the motion. The motion passed unanimously.

STATUS OF TOWN PLANNER

A Special BOS meeting was scheduled on 1/13/22 @ 2:30 p.m. to interview the candidate for the Town Planner position.

DISCUSSION AND POSSIBLE ACTION – ARPA

The BOS will meet jointly with the BOF on Wednesday, 1/12/22 to discuss the ARPA funds. To date, funds have been allocated to Youth and Family Services, Social Services, Senior Center ,the VNA and the Shoreline Soup Kitchens. The BOS reviewed each ARPA request as follows:

- The WPCA request for funding for a Passive Nitrogen system at West Beach was withdrawn by the Health Director.
- Fire Dept. request – water tank - \$150,000 – the BOS agreed that this request should be placed in Capital.
- Police Dept. - \$250,000
 - Staff – this request should be part of the “normal” budget process
 - Vehicle(s) – should be part of the Capital budget
 - Training – should be part of “normal” budget process
 - Marine patrol – additional boat – should be part of the Capital budget
- PPE – request withdrawn
- Conservation Commission - \$50,000 – Open Space – more information necessary prior to allocating ARPA funds.
- Town Center Community Septic System – will remain as an ARPA request.

- Digitization of Records - \$100,000 – RiverCOG is considering a regional project to digitize records. David Maiden, Building Official, has been working closely with RiverCOG and has developed background information for digitization of Westbrook Land Use records. RiverCOG expects responses to an RFP this week. The BOS determined that this project will remain in ARPA until more information is received from the COG.
- Hybrid Meetings/Remote Work - \$10,000 – remains an ARPA project. Will be discussed further at the joint BOS/BOF meeting.
- Community Grants
 - Garden Club – will go through the “normal” budget process.
 - Ambulance – \$985,000 – various public safety items including payroll, CPR device, facility upgrades, gear and a new ambulance - The Ambulance is not a town agency and Donna will forward a copy of the “grant application” for outside agencies to the Ambulance Association. When returned, the BOS will consider their request for ARPA funds.
 - The BOS briefly discussed the possibility of the Ambulance becoming a Town Agency.

FIRST SELECTMAN'S REPORT

Mr. Hall reported:

- Masks and Covid-19 Test Kits were distributed at the Town Hall. Masks are still available in the Selectman’s office
- The merger between the Nine Town Transit (9TT) and Middletown Transit (MAT) is nearing completion. MAT will be dissolved and will become part of the 9TT. It is anticipated that additional routes will be established. The Extra Mile Program will remain free to users. This Pilot Program has funds available for the next several years.
- Mr. Riggio will pursue with the electrician the installation of controls at the streetlights located on Rte. 1 in the vicinity of the Fire Department. These controls will allow the Fire Dept. to “control” the streetlights at the intersection. The cost for these controls is approximately \$3,200.00.

Mr. Campbell reported that the Fire Ordinance Committee met and no action was taken. The Town Attorney will provide clarification on the membership of the Committee. The Committee will meet again when clarification is received from the Town Attorney.

ADJOURNMENT

Mr. Campbell made a motion to adjourn the meeting at 7:19 p.m. Mr. Bialicki seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Attest,

Suzanne Helchowski
Executive Assistant

John Hall
First Selectman